

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS  
**FINANCE DEPARTMENT, PROCUREMENT DIVISION**

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8354

Fax: (540) 422-8355

**NOTICE OF CONTRACT RENEWAL**

1. DATE: April 14, 2021
2. COMMODITY NAME: Open-End As Needed Quality Assurance Materials Testing Services for Airport Projects
3. CONTRACT NUMBER: 58-18ksc
4. CONTRACT PERIOD: June 1, 2018 through May 31, 2019  
**Renewal #1 June 1, 2019 through May 31, 2020**  
**Renewal #2 June 1, 2020 through May 31, 2021**  
**Renewal #3 June 1, 2021 through May 31, 2022**
5. RENEWAL OPTIONS: Four (4) additional one-year renewals available  
**Three (3) additional one year renewals remain**  
**Two (2) additional one year renewals remain**  
**One (1) additional one year renewal remains**
6. FIRMS: *Hillis Carnes Engineering Associates, Inc*  
(V/N 650322) 14155 Sullyfield Court, Suite A  
Chantilly, VA 20151  
  
Contact: Timothy Hill  
PH 1-410-880-4788- X1109
7. TERMS: Net 45
8. FOR FURTHER INFORMATION CONTACT: Kathy Stanley, CPPB, Senior Buyer  
PH (540) 422-8354

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

## INSTRUCTIONS

1. Orders: All Using Departments must order services listed by issuing a Purchase Orders per the Procurement Procedures Manual, after following the instructions below. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352.

### **PROJECT ORDERS AND PROCEDURES FOR ORDERING SERVICES FOR ROOF CONSULTING SERVICES:**

#### **Types of Project Orders:**

Lump Sum Fee Project Orders: Lump sum fees may be acceptable from time to time for projects that are simple in nature and do not require a long completion date. Lumps Sum fees shall be based on the contract prices provided herein and include a narrative that briefly outlines the projects, the number of hours determined, the position titles needed to complete the project along with the hourly rate. You may also detail and include additional contract charges if applicable.

Hourly Rate Project Orders: When the scope of services involves work of such nature that the Firm cannot reasonably estimate the time which would be required to provide the services, the Using Department may authorize an Hourly Rate based on the actual hours worked times the hourly rates indicated on the attached fee schedule and other approved expenses. A maximum Purchase Order fee or cost not to exceed limitation shall be agreed upon for Hourly Rate Purchase Orders. When an Hourly Rate Purchase Order is used, the Firm shall submit detailed time records, documentation for other expenses, and such other evidence as the Using Department may require to support the Firm's billing request.

#### **Procedures for Ordering Services**

The Using Department will request a lump sum fee or hourly rate proposal for each Project from the Firm. At the Firm's expense, the Firm shall visit the site and prepare a detailed proposal for accomplishing the services. The Firm shall determine feasibility of the proposed budget at this time. The Firm shall prepare a detailed lump sum or hourly rate (as applicable) fee proposal for accomplishing the services.

The Using Department will evaluate the Firm's fee proposal and may negotiate a suitable lump sum fee or a "not to exceed" amount with the Firm. Prompt completion of fee negotiations is imperative. Following successful negotiations, the Using Department will prepare a purchase order for the agreed scope of work and fee proposal, incorporating by reference the terms and conditions of this contract and forward to the Procurement Division. Once the Procurement Division has processed the purchase order (and assigned a number) the Using Department will authorize and instruct the Firm to proceed with the appropriate phase of the work. All purchase orders shall incorporate by reference the terms of this agreement.

The Firm shall not perform any work that has not been authorized by a written purchase order (or change order) executed by the Procurement Division. The Firm assumes all risk and financial liability for any services rendered without such proper authorization.

The Using Department reserves the right, at its sole discretion, to issue purchase orders to any Open-End firm based on its evaluation of each Firm's qualifications, expertise,

capabilities, performance record, current workload, location or distance to the project and other factors as may be pertinent to a particular project.

Purchase Order Restriction/Maximum Fee Limitation: No individual purchase order fee shall exceed \$100,000 under contracts awarded within Open-End A/E contracts, and the sum of all projects during the contract term shall not exceed \$500,000. If a project is expected to be over this amount, requirements shall be forwarded to the Procurement Division and a separate RFP will be done for that project.

Change Orders: Change orders, authorized by the Procurement Division, may be issued to modify the scope of a Purchase Order. Change orders may add to, delete or otherwise modify the scope of services against a particular Purchase Order.

In making any modifications, the resulting increase or decrease in cost for the modification shall be determined by one of the following methods:

- A. The written modification shall stipulate the mutually agreeable fixed price for the specific addition to and/or deletion from the scope of work and/or specifications, which shall be added to or deducted from the total contract amount.
  - B. The written modification shall direct the Firm to proceed with a specific scope of work and to keep, and present in a form as the Using Department may direct, a correct account of the actual man-hours by category and discipline and the time sheets therefore. The fee amount will be the man-hours expended multiplied by the hourly rates specified in attached hourly fee schedule. No additional increase for overhead and profit will be allowed. Changes using this procedure will usually specify a maximum amount.
2. All correspondence and documents (to include invoices) shall reference the contract number, applicable purchase order number and any project reference number the Using Department may identify.
  3. Approval of Firm's invoice is the responsibility of the receiving using department.
  4. Any complaint as to quality of services or violation of contract provisions by the Firm shall be reported to the Procurement Division for handling with the Firm. All complaints must be submitted in writing and can be forwarded to Procurement via fax, e-mail or courier.
  5. Renewals: As stated on the face of this notice, there are four (4) one-year renewals on this contract; renewals should take place within ninety (90) days prior to the expiration of the stated current term.
  6. Price Adjustments: Contract prices shall remain firm for the award year. Prices may be negotiated only at the time of renewal. The contract officer must approve all price increases. Contract users will be sent notification of contract change from the Procurement office as official notification of such changes, if approved.

## **FEE SCHEDULE, Contract WDP 16-18ksc**

WDP & Associates Consulting Engineers, Inc.  
10621 Gateway Blvd., Suite 200  
Manassas, VA 20110

Phone: (703) 257-9280  
Fax: (703) 257-7589  
E-mail: [jgrill@wdpa.com](mailto:jgrill@wdpa.com)  
Or [adalrymple@wdpa.com](mailto:adalrymple@wdpa.com)

Contact Person: John Grill, P.E, or Gerald A. Dalrymple, P.E

### **SCHEDULE OF HOURLY RATES**

Date: February 8, 2018

#### **Vendor Information:**

<b>FIRM NAME:</b>	WDP & Associates Consulting Engineers, Inc.
<b>ADDRESS</b>	10621 Gateway Blvd. Suite 200
<b>CITY/STATE/ZIP</b>	Manassas, Virginia 20110

<b>CONTACT PERSON:</b>	Gerald A. Dalrymple, P.E.
<b>TITLE:</b>	Vice-President
<b>PHONE NUMBER:</b>	(703) 257-9280 x 118
<b>FAX NUMBER:</b>	(703) 257-7589
<b>EMAIL ADDRESS:</b>	adalrymple@wdpa.com

<b>ALTERNATE CONTACT:</b>	Eric Peterson, P.E.
<b>TITLE:</b>	Principal
<b>PHONE NUMBER:</b>	(703) 257-9280 x 103
<b>FAX NUMBER:</b>	(703) 257-7589
<b>EMAIL ADDRESS:</b>	epeterson@wdpa.com

Item	Description	Rate
Labor	Principal	\$225.00 /hr
	Associate Principal	\$200.00 /hr
	Sr. Associate	\$190.00 /hr
	Associate	\$160.00 /hr
	Senior Engineer	\$142.50 /hr
	Project Engineer	\$125.00 /hr
	Staff Engineer	\$110.00 /hr
	Engineering Technician	\$75.00 /hr
	CADD Operator	\$85.00 /hr
	Engineering Assistant	\$55.00 /hr

Equipment	ASTM D7877 Roof Testing Equipment	\$250.00 /day
	Impact-Echo Rental	\$500.00 /day
	Ground Penetrating Radar Rental	\$500.00 /day
	Water Penetration Testing Equipment Rental	\$325.00 /day
	Infrared Thermography Rental	\$500.00 /day
	Bore/Fiber Scope Rental	\$215.00 /day
	Core Rig Rental	\$250.00 /day
	Moisture Meter Rental	\$55.00 /day
	Pachometer Rental	\$55.00 /day

#### **Expenses:**

Expenses, Supplies, Other	Cost + 8%
Subcontractors	at Cost
Mileage (Current GSA rate)	0.545 /mi.

## **FEE SCHEDULE, Contract GAINC 16-18ksc**

Gale Associates, Inc.  
800 Corporate Drive, Suite 311  
Stafford, VA 22554-4889

Phone: (703) 383-0815  
Fax: (703) 884-4001  
E-mail: [sjb@gainc.com](mailto:sjb@gainc.com)

Principal: Steven J. Bohlen, PE, RRC, RWC, BECxp, Associate/Principal



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**GALE ASSOCIATES, INC.**  
**SCHEDULE OF FEES**  
**RFP GAINC16-18ksc, Open End As Required A&E Roof Consulting Service**  
**February 9, 2018 – March 31, 2019**

Fees for services are based on the time worked on the project by staff personnel in accordance with the following schedule:

Principal	\$185/hr
Senior Associate	\$200/hr
Associate	\$185/hr
Sr. Project Manager / Sr. Structural Engineer	\$185/hr
Project Manager	\$175/hr
Sr. Engineer / Architect / Planner	\$150/hr
Project Engineer / Designer / Planner / Architect	\$150/hr
Landscape Architect	\$140/hr
Sr. Staff Engineer / Designer	\$140/hr
Staff Engineer / Staff Designer	\$125/hr
Sr. Technician / CADD Designer	\$110/hr
Technician / CADD Drafter	\$100/hr
Administrative Professional	\$100/hr
Clerk / Word Processor / Admin Assistant	\$75/hr

Fees for expedited services will be billed at 1.3 times the hourly rate.

In the event onsite construction observation services are provided, the minimum charge for an onsite visit will be 4 hours.

### **Reimbursable Expenses**

Automobile expenses for personal or company vehicles will be charged at \$0.50 per mile, plus toll charges for travel from Gale's office to the project and return and for travel required in the conduct of work.

## FEE SCHEDULE, Contract ECS 16-18ksc

ECS Mid-Atlantic LLC  
14026 Thunderbolt Place Suite 100  
Chantilly, VA 20151

Phone: (703) 471-8400  
Alternate Phone: (540) 785-6100  
Fax: (703) 834-5527  
E-mail: [mmoon@ecslimited.com](mailto:mmoon@ecslimited.com)

Principal: Michael R. Moon, RRO, RRC, Principal  
Roof Consultation Rates

Building Envelope Position titles	Rate
Building Envelope Principal Engineer/Architect	\$175.00/hour
Building Envelope Principal	\$150.00/hour
Building Envelope Senior Project Manager	\$125.00/hour
Building Envelope Project Manager	\$100.00/hour
RCI Registered Roof Observer (RRO)	\$ 85.00/hour
Building Envelope Senior Field Technician	\$ 75.00/hour
Building Envelope Field Technician	\$ 60.00/hour
Ground Penetrating Radar (GPR) Technician	\$110.00/hour
Building Envelope Field Testing Crew (Moisture Surveys, Leak/Air/Window Testing, etc.	\$200.00/hour

### Environmental Consultation Rates

Environmental Position Titles	Rate
Environmental Principal	\$175.00/hour
Environmental Senior Project Manager	\$125.00/hour
Environmental Project Manager	\$100.00/hour
Licensed Asbestos Inspector	\$ 85.00/hour
Environmental Senior Field Technician	\$ 75.00/hour
<u>Environmental Field Technician</u>	<u>\$ 60.00/hour</u>

### Common Support Rates, Sample Analysis & Equipment/Consumables Rates

Support Rate Description	Rate
Administrative/Clerical Support	\$ 50.00/hour
CADD Drafting	\$ 85.00/hour
Mileage (current IRS rate) – Only Trips over 50 miles	\$ 0.55/mile
Window Air-Water Leakage Chamber Construction	Time & Materials
Window Air-Water Leakage Equipment Rental	\$ 300.00/day
Testing Consumables	\$ Cost
Infrared Camera Rental	\$ 150.00/day
Nuclear Roof Moisture Gauge Rental	\$ 200.00/day
Ground Penetrating Radar Equipment Rental	\$ 300.00/day
Whole Building Air Leakage Testing	\$175.00/fan/day
Asbestos Bulk Sample (PLM 3 Day TAT)	\$ 9.00/each
Asbestos Bulk Sample (PLM 6 Hour TAT)	\$ 20.00/each
Asbestos Air – PCM	\$ 6.00/each
Asbestos Air – TEM (24 hour TAT)	\$ 70.00/each
<u>Authorized Subcontract Services</u>	<u>Time &amp; Cost</u>



## **FEE SCHEDULE, Contract ECS 16-18ksc (continued)**

ECS Mid-Atlantic LLC  
14026 Thunderbolt Place Suite 100  
Chantilly, VA 20151

Phone: (703) 471-8400  
Alternate Phone: (540) 785-6100  
Fax: (703) 834-5527  
E-mail: [mmoon@ecslimited.com](mailto:mmoon@ecslimited.com)

Principal: Michael R. Moon, RRO, RRC, Principal

### **Invoice Provisions**

ECS building envelope and environmental field services will be rendered portal-to-portal from our Chantilly, Manassas, or Fredericksburg, Virginia offices, as appropriate. There will be no minimum charge for our services. Trips less than 50 miles round-trip will be considered local travel and mileage will not be charged. Our unit rates are based on a normal 8-hour work day, Monday through Friday, between normal business hours of 7:00 a.m. to 4:00 p.m. Overtime beyond 8 hours/day, outside normal hours and on Saturday, Sunday and Holidays will be invoiced at a rate of 1.5 times the normal hourly rate. Scheduling should occur prior to 3:00 p.m. on the day before services are required.

### **Timeliness of Services Provisions**

ECS agrees that responses for review and recommendations of construction shop drawings, specifications and other submittals shall be completed and transmitted within ten (10) calendar days after receipt of request. Recommendations and responses for RFIs shall be completed and transmitted within five (5) calendar days after receipt. Services requesting immediate attention, defined as same-day or within 24 hours will be billed at 1.3 times the hourly rate.

Performance schedules for surveys, sampling, testing, inspection, assessments, design/construction deliverables will be negotiated with the Client Representative on a request by request basis. Generally, ECS requests five (5) business days to schedule and start field work, and ten (10) business days to complete typical testing and assessment report deliverables from the date of completion of the field work. Daily field reports for QA inspection and testing during construction will generally be transmitted within 24 to 48 hours of the departure from the site. Field personnel will be verbally informed of our results and a hand-written summary of observed deficiencies and non-compliances will be given to the contractor's representative prior to departure.